

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3000
Approved by C.S.B.
October 12, 2005

PERMIT TECHNICIAN I

DEFINITION

Under general supervision performs responsible specialized clerical work involved in the receipt, processing and review of building permit applications, and in the issuing of building and related permits; performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class perform specialized clerical work. Incumbents perform a variety of routine tasks involved in the receipt, review, and processing of applications and in the issuing of permits. Work in the class is distinguished from that of higher classes by the routine nature of the work performed and by the limited level of independent responsibility. Work in the class is distinguished from that of lower classes by its specialized nature.

EXAMPLES OF DUTIES

1. Receives and reviews permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal building codes, regulations, requirements, and other established criteria.
2. Processes and issues various building and other related permits; routes application and permit materials to appropriate parties; verifies receipt of proper approvals.
3. Calculates, collects and accounts for permit fees.
4. Provides information and instruction to property owners, architects, contractors and developers regarding planning review, permit processes, related codes and ordinances, and common related issues; provides assistance in completing permit applications and other required forms and notices.
5. Records, logs and tracks permit application and issuance activities; monitors permit processing time limits and policies; identifies application and processing problems and recommends corrective action; researches permit application and issuance status.
6. Helps coordinate permit activities with the County, special districts and other agencies.
7. Performs extensive complex specialized computerized data entry, data organization, and records access.
8. Composes routine correspondence or prepares draft documents for review.
9. Maintains complex files and recordkeeping systems; maintains inventories and orders supplies; maintains various manuals, logs and schedules, and updates resource materials; copies, collates and distributes information.
10. Assists in the development of administrative procedures.
11. Collects and reviews information; prepares various reports and summaries.
12. May provide lead direction and training for other clerical employees.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Three years of responsible clerical experience, at least two of which shall have involved public contact related to building permits, architecture or building design, construction, civil engineering, or a closely related field.

Knowledge

Knowledge of the building permit process, and of how planning and building functions interrelate amongst themselves and to other City departments and external organizations; building construction practices and materials; applicable local, state, and federal codes, regulations, and requirements; modern office practices and procedures; modern office equipment including computers and computerized recordkeeping systems; filing, indexing and cross-referencing methods; correct English usage,

spelling, grammar and punctuation; report preparation. Knowledge of applicable computer software and operating programs is desirable.

Ability

Ability to effectively perform specialized clerical and computerized work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits; read, understand, implement and explain specialized information, materials and documents; perform assigned clerical work with speed and accuracy; perform routine and complex arithmetic calculations with speed and accuracy; operate a variety of modern office and other specialized equipment; maintain and utilize designated specialized computer software; effectively perform computerized data entry, data organization and records access; interpret and apply established City Policies and governmental guidelines and regulations; compile and summarize data and prepare reports, statements or logs; use initiative and exercise independent judgement; establish and maintain accurate records; acquire and maintain level of knowledge required for satisfactory job performance; communicate effectively; establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public; demonstrate an enthusiastic, resourceful, and effective customer service attitude; provide lead direction and training to other clerical employees.

Keyboard Skills

Ability to perform computer keyboard work with speed and accuracy.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.